



Office of the City Clerk

Weekly Report – for Week Ending December 11, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Municipal Election - Petition - The proponents of the “Restrictions on General Plan Amendments, Required Review of General Plan; Building Moratorium” Initiative Ordinance submitted a draft petition to the City Clerk on Tuesday, December 8. The petition is currently being reviewed to determine whether changes are required, or approved for circulation.

2016 Neighborhood Council Elections:

The Spanish version of the Vote-by-Mail (VBM) registration web application is now available online for the Westwood neighborhood council. The English version was published last week.

Beta testing of the Neighborhood Council Candidate Processing web application has been completed. The English text has been sent to the language vendor CTS for translations. When the translated files are returned they will be imported into the localization folders for the NC Candidate portal.

The Candidate Filing portal is in final testing mode in anticipation of its release to potential candidates of Region 1 on Saturday, December 19. Preparation for training of Independent Election Administrators and Election Staff continues, with training to be conducted the week of December 14.

Staff continues to work with the online voting vendor on the development of scripts for telephone voting and is assisting with Spanish translations for the “Stakeholder Registration” web portal.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	13/0
Number of Notices/Publications	21
Number of Contracts Attested	59
Number of Council Files Created	102
Number of Claims Received	39
Number of Referrals	61
Number of Council Meetings	3
Number of Committee Meetings	10

Claims Against the City - Council and Public Services met with the City Attorney’s office to discuss transition of the electronic claims form process used by the City Clerk (Seamless Docs) to the City Attorney’s new program called CityLaw. The transition is targeted for completion by year-end without disruption in service.

Council Motions Subscription - All Council motions will be posted to the City’s Early Notification System (ENS) on the same day that they are introduced. The motions will be available via subscription and online and will replace the manual process of emailing to a distribution list that is maintained by staff.

Health Commission Web Page - The webpage design has been completed. Staff is coordinating with the Information Technology Agency to have the page go live by year end.

TOP ITEMS

- [Vote by Mail Portal in Spanish is Live](#)
- [Candidate Filing System Testing Completed](#)
- [Council Motions Subscription Service](#)
- [Off-Site Records Storage Contract Adopted by City Council](#)



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Neighborhood and Business Improvement Districts:

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Wilshire Center, Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

The final draft of the response to the Motion (Fuentes – Blumenfield) requesting identification of the best practices of business improvement districts across the country is near completion.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts and the Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

Fiscal - Staff met with our CAO analyst to address questions concerning the 2016-17 Proposed Budget, attended the Entertainment & Facilities Committee Meeting to answer questions pertaining to the Real Property Trust Fund annual report for Fiscal Year 2014, provided the Controller's Office additional information regarding the CAP 39 submittal, submitted trust fund invoices and transfer instructions to accounting for payment, deposited graffiti restitution payments into the Vandalism & Graffiti trust fund and processed various petty cash reimbursements.

AB1290/Council/General City Purposes - Staff drafted 1 contract amendment, has 4 contracts out to vendor, has 1 contract amendment in process, and has 1 contract out to the Council Office for approval. 24 GCP invoices for payment were processed.

Personnel - Staff held two new hire Orientations, is processing 3 different personnel CERTS which are in various stages of the process, staff is working with City Attorney Office and the Personnel department on numerous issues, held two Workplace Violence Prevention Trainings for Council District 8 and 10, and continues to work on two Workers Compensation claims.

Records Storage RFP - The City Clerk's recommendation for the selection of a vendor for the award of the records storage contract was approved by the City Council (<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=15-1391>)

Historical Archives Research - A researcher from KCET researched the history of bee keeping restrictions in Los Angeles.

Special Storage Arrangement, L.A. Maritime Museum - 50 boxes of the Los Angeles Maritime Museum's "Weinstein Collection" have been returned to the Maritime Museum. The transfer will continue at a rate of approximately ten boxes per week.

ISSUES

None to report.

UPCOMING . . .

Committee Meetings Closed Captioning - A new "Captions" column will be added to the Council and Committee meetings page for ADA Compliance. Meeting transcripts will be available for download starting December 14th and going forward basis.

City Health Commission - Next meeting of the City Health Commission will be Monday, December 14, 2015 in Council Chambers.

City Council Winter Recess - December 18, 2015 to January 8, 2016.